

MA-NU LODGE RULES
March 2005

I. NAME AND AFFILIATION OF THE LODGE. The name of the Lodge shall be Ma-Nu Lodge No. 133. (Ma-Nu is translated from the Osage as "White Buffalo".) The Lodge shall be affiliated with Last Frontier Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and Boy Scouts Committee and the administrative authority of the Scout Executive.

II. MISSION OF THE LODGE. The mission of the lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

III. PROGRAM AND OPERATIONS. All programs and operations shall be in keeping with the purposes of the Boys Scouts of America and Order of Arrow and the mission of the lodge shall be conducted in accordance with all policies and procedures set forth by the Order of the Arrow and Last Frontier Council. The lodge and chapter goals and programs shall give full support to the council goals and program.

IV. ELECTION TO MEMBERSHIP. The requirements for membership in this Lodge are as stated in the current printing of the *Order of the Arrow Handbook* and *Order of the Arrow Guide for Officers and Advisers*. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and *Order of the Arrow Guide to Inductions*.

V. BROTHERHOOD MEMBERSHIP. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

VI. THE VIGIL HONOR. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

VII. LODGE YEAR. The lodge program shall conform to a standard calendar year.

VIII. LODGE OFFICERS. The officers of this Lodge shall be Lodge Chief, Vice-Chief of Program and Activities, Vice Chief of Ceremonies and Inductions, Vice Chief of Camping and Service, Lodge Secretary and Lodge Treasurer. All lodge officers must be youth members during their entire term of office.

A. The following election procedure shall be followed for any contested office:

1. Any active member of the lodge, under 21 years of age, may nominate or second another youth to serve in the office in question.
2. After the nominations are declared closed, each youth nominated will have the opportunity to speak and then his nominator will have the opportunity to speak on his behalf.

3. After each candidate and nominator have spoken, all members of the lodge under 21 years of age, may vote with the exception of youth conducting the election.

4. A simple majority of votes cast shall be required for any contested office. Where a majority is not achieved, the nominee[s] receiving the least number of votes is [are] dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in a tie and the balloting is declared deadlocked.

5. When balloting is declared deadlocked, the officer conducting the election will announce to the voting members that one more ballot will be taken to break the tie and, if another tie results, he shall cast a vote for the nominee of his choice to achieve a majority and declare him elected.

C. In the event that there are no candidates for an office, the Lodge Chief shall fill that office by appointment. In the event that the Lodge Chief is incapacitated at any time during his term, the Lodge Vice-Chief Program and Activities shall fill any vacancies. Any appointments made shall be confirmed by the Lodge Executive Committee at its next scheduled meeting.

D. Any elected officer may be removed from office for neglect or misconduct in the course of his responsibilities. Removal proceedings may be originated at either a Lodge Executive Committee meeting or a Lodge Business meeting. Removal shall be invoked by a two-thirds (2/3) majority vote of the voting members present of the accusing body. The accused officer must receive fourteen (14) days written notice before final action can be taken against him.

IX. LODGE COMMITTEES. Lodge committees shall be created as needed by the Lodge Chief. A list of recommended operating and ad-hoc committees can be found in the *Guide for Officers and Advisers*. All lodge committee chairman shall be appointed by the Lodge Chief and shall serve at his pleasure.

X. LODGE EXECUTIVE COMMITTEE. The Lodge Executive Committee (LEC) is the steering committee of the lodge. It is responsible for the routine operating decisions of the lodge and coordinating the work being done by lodge officers, operating committees and chapters.

A. The Lodge Executive Committee shall be composed of the elected lodge officers, immediate past Lodge Chief, lodge committee chairmen, Chapter Chiefs and Advisers, Lodge Adviser, Council Camping or Boy Scout Committee Chairman, Council Scout Executive and Lodge Staff Adviser.

B. A regular schedule for Lodge Executive Committee meetings should be established before the start of the lodge program year. It is recommended that meetings be held monthly or every two (2) months. The Lodge Chief, Council Scout Executive or any five (5) voting members may call a special meeting of the committee, if the need arises.

C. The Lodge Chief is the chairman and presides over all meetings of the Lodge Executive Committee. He is responsible for preparing agendas in consultation with other Lodge leaders and sending them to Lodge Executive Committee members in advance of meetings.

D. Lodge Executive Committee meetings must be conducted in accordance with the *Order of the Arrow Guide for Officers and Advisers*. Robert's Rules of Order should govern procedural and decorum matters, where not inconsistent with the *Order of the Arrow Guide for Officers and Advisers*.

E. All youth members of the Lodge Executive Committee shall have one (1) vote and a quorum for the transaction of business shall be a simple majority of voting members and the Lodge Adviser and Staff Advisers or their designated representatives.

X. LODGE GENERAL BUSINESS MEETINGS. Lodge business meetings shall be held at least two (2) times a year. Special lodge business meetings may be called by a majority vote of the Lodge Executive Committee or by the Lodge Key 3, provided that thirty (30) days written notice is given to all active members of the lodge prior to such a business meeting.

XI. VOTING. Adult Scouters, age 21 or older, do not have a vote in matters of lodge business.

XII. FINANCES. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.

XIII. CHAPTERS. Chapters shall be established in accordance with the *Order of the Arrow Guide for Officers and Advisers* and shall be operated under the authority of the council and lodge. The mission of the chapters shall be to carry out the program of the lodge. All chapter operations shall be governed in accordance with the procedures set forth in the *Guide for Offices and Advisers*.

A. Each chapter shall elect a Chief, one or more Vice-Chiefs, Secretary, Treasurer or Secretary/Treasurer.

B. Chapters shall structure their goals, organization and calendar to give full support to the lodge mission and goals, deliver a complete and balanced program in the chapter and work to meet the requirements set forth in the Ma~Nu Lodge Quality Chapter Program approved by the Lodge Executive Committee.

C. Each year, each chapter shall submit an operating budget for the chapter to the lodge. The Lodge Executive Committee must approve the budget before the chapter may incur any expenses.

XIV. AMENDMENT PROCEDURE. The following procedure shall govern amendments to these rules.

A. Any proposed amendment to these rules shall be presented to the Lodge Executive Committee at least one (1) month before consideration by the lodge. The Lodge Executive Committee shall make its recommendations concerning the amendment at the lodge business meeting at which the amendment is considered.

B. At least thirty (30) days before the consideration by the Lodge, a copy of the proposed amendment(s) must be mailed to members of the Lodge.

C. A two-thirds ($2/3$) majority vote of all active youth members present at the lodge business meeting shall be required for passage of an amendment to these rules.